

Reply To Appointment Letter

Dear [Name],

I am writing to express my disappointment and concern regarding the missed/no show appointment that was scheduled on [Date and Time]. I understand that unforeseen circumstances may have arisen, but it is important to prioritize the value of time and productivity for both parties involved.

As you may already know, time is a valuable resource that cannot be replenished once it is wasted.

With that in mind, I hope that we can work together to ensure that future appointments are taken seriously and respected as a commitment.

I would like to offer my understanding and flexibility in rescheduling the missed appointment, and I hope that we can move forward with a better outcome in the future.

Sincerely,

[Your Name]